

LINK INSERTED INTO POST

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Click on the blue, underlined text to go to its linked reference.



At times, you're going to want to insert a hyperlink (aka link) into your comments in CruiseCritic < <http://CruiseCritic.com> >. Here's how to do it.

NOTE: CruiseCritic will not permit links from 'truncating' websites (websites that reduce the characters in a website address) such as TinyURL.com.

1. Type your comment (**Figure 1**). You can either type the website address (aka URL) or paste it into your comment.



Figure 1

2. Left-click, hold, and drag to select (aka highlight) the address (**Figure 2**).

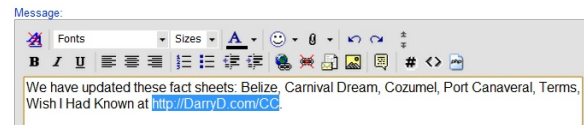


Figure 2

3. Use Ctrl+C keys to copy the website address. (**Figure 3**)



Figure 3

4. Left-click on the "Insert Link" icon (**Figure 4**).

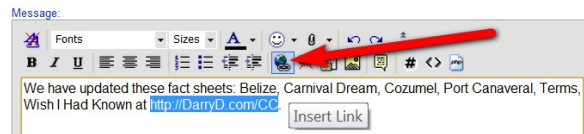


Figure 4

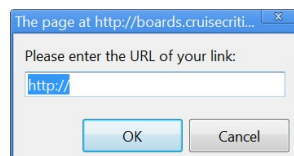


Figure 5

5. The window into which to paste the link appears (**Figure 5**).

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6. Use the Ctrl+V keys to paste that which you copied earlier in Step 3 (**Figure 6**).



Figure 6

7. The website address appears (**Figure 7**). Either left-click on the “OK” button or touch the Enter key on your keyboard.

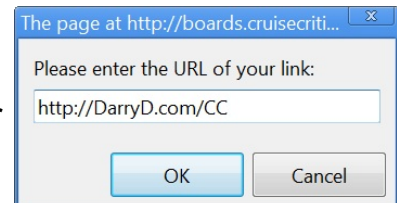


Figure 7

8. Your post reappears with the website address still highlighted; but, if you’re using Google Chrome, you’ll see text in blocks “[]” surrounding it (**Figure 8**).

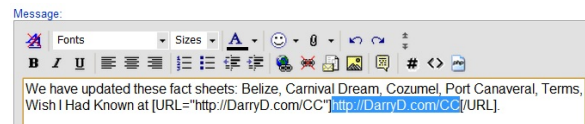


Figure 8

9. Left-click on “Submit Reply” button, at the bottom of the Entry window to publish your post (**Figure 9**).



Figure 9

10. Your post appears with the link in place. NOTE: Links are blue, underlined characters until you click on it. Then the link turns red (**Figure 10**).

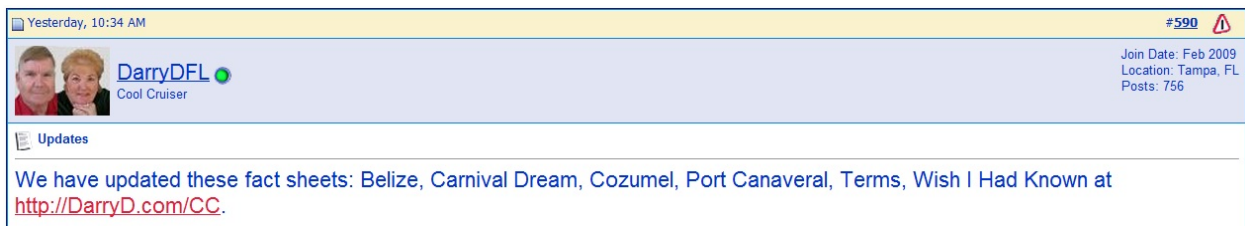


Figure 10